

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1593-02

1. Application Date 7/9/75		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUL 10 1975 75-173 JUL 23 1975	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Bureau of Investigation Intelligence Squad 1001 International Blvd., Suite 800 Hapeville, Georgia 30354		4. Person to Contact Robbie Hamrick	
				5. Working Title Supervisor Intelligence Squad	
				6. Tel. No. 766-1119	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1973 to Present		9. Exact Series Title Arrest Record Files			
10. What is the function of the office in which this record series is created? The GBI provides crime prevention and criminal investigation services to local law enforcement agencies and to the Executive Branch of Government of the State of Georgia. To perform these functions, the Bureau provides: General investigation of crimes after the fact; specialized investigation of narcotics, major crimes, auto theft, commercial loss, organized crime intelligence, technical expertise in electronics, optical, photograph surveillances; statistical data base for reflecting the criminal activity occurring within the State Crime Information Center that will retrieve, store, disseminate information regarding all types of crime as submitted by local law enforcement agencies and training in law enforcement skills for investigative agencies.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Arresting suspects for all types of criminal activity. Included are: Arrest Record (Form GBI-021(11/74) furnishing the type of offense, location, date of offense, name and physical description of suspect arrested, date of birth, photograph (if available) and other related information. File is arranged: Alphabetically by name of suspect					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		2 1/2	3 3/4	1 1 1/2	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				7 1/2	
				This Year's Last Year's Preceding Year's All Prior Years	
				10 8 6 2	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

13. Is this the Record Copy of the series? YES ☒ NO ☐
14. Is there a duplication of this series in another office or agency? [] [x]
15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [x] []
Information is confidential & only authorized personnel are allowed to request these records.
17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
18. Could the function be performed if the files were lost or destroyed? [x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
20. Does the record series provide data as input to an EDP file? [] [x]
21. Does the record series contain documentation produced as EDP printout? [] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [x] []

This is the only copy available.

24. REQUIREMENTS. The following requires the files to be kept 23 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

The Arrest Record is related to the criminal investigation file and should be kept the same length of time.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each -[x] CALENDAR YEAR -[] FISCAL YEAR -[] OTHER _____, then:

- [x] Hold in the current files area _____ month(s)/ 3 year(s):
 [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
 [] Destroy.
 [x] Transfer to State Archives ~~for permanent retention~~ for security requirements; hold 20 years; then destroy.
 [] Destroy immediately after cut-off.
 [] Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>Jackie Brannon</i>		Date <i>7/9/75</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are: 75-173		Agency Head/Designee [] Approved [] Disapproved	<i>E P Peters</i>	<i>7/9/75</i>
STATE RECORDS COMMITTEE		State Auditor/Designee [x] Approved [] Disapproved	<i>William M. Allen</i>	<i>7-22-75</i>
		Secretary of State/Designee [x] Approved [] Disapproved	<i>Carroll Hart</i>	<i>7-21-75</i>
		Attorney General/Designee [] Approved [] Disapproved	<i>R. M. Shell</i>	<i>7-22-75</i>